

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**FINANCIAL INSTITUTION SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a financial institution program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

**Position Code Title – Financial Institution Specialist 2**

**Financial Institution Specialist 13**

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**Position Code Title – Financial Institution Specialist 3**

**Financial Institution Specialist 14**

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

**Position Code Title – Financial Institution Specialist 4**

**Financial Institution Specialist 15**

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Financial Institutions Examiner job.

**JOB CONCEPTS**

Specialist jobs are evaluated by the Appointing Authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide,

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department-wide, agency-wide or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs have the predominate and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

#### Specialist

Determines examination strategies, programs, and procedures for specific examination assignments.

Makes recommendations in area of expertise.

Assists in the training of lower level examiners.

Determines the scope of examinations.

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Examines depository and non-depository financial institutions' computer data centers and/or systems for effectiveness of internal controls.

Reviews license applications from depository and non-depository financial institutions and determines appropriate actions.

Reviews and analyzes financial records to evaluate an institution's financial condition.

Serves as a technical advisor and liaison with federal regulatory and industry professionals, other agencies, organizations, and employees to coordinate examinations.

Conducts special projects.

Prepares special studies and reports and represents the agency in legal proceedings as an expert witness.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other nonessential functions as required.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

#### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

#### **Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

#### **Administrative Assistant and Specialist**

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of accounting principles, forms, methods, and practices.

Knowledge of financial management information systems.

Ability to determine safe and sound examination techniques.

Ability to function in a team setting.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

**Working Conditions**

None.

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree in business administration with a major in banking, accounting, economics, or finance, with a minimum of 8 semester hours (12 term credits) in accounting.

**Experience**

Four years of experience as a financial institutions examiner, including two years of experience equivalent to a Financial Institutions Examiner P11.

OR

One year of experience equivalent to a Financial Institutions Examiner 12.

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**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
FINISTSPL	Financial Institution Specialist

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Financial Institution Specialist-2	FISPL2	NERE-195
Financial Institution Specialist-3	FISPL3	NERE-196
Financial Institution Specialist-4	FISPL4	NERE-197

ECP Group 2  
Revised 5/22/02  
CAG/VLWT/CP/Team Leaders